

## Important Policy Regarding Interruptions to the Classrooms

**(Please read carefully then sign and return the bottom of this form.)**

In order for your child to get the most from the instructional time allotted to the classroom each day, we must put into practice the following rules. Please read them carefully, and note that they will be strictly enforced to help avoid interruptions to valuable class time.

1. Please have your child at school on time every day. Children arriving late interrupt the start of class causing lost instructional time.
2. Be sure your child has everything necessary for the day before leaving home such as backpacks, homework, lunches, snacks, sharing items, band instruments, permission slips, jackets, etc. Students WILL NOT be allowed to call home for these items. (Please note that fast food lunches do not meet district nutritional guidelines and should not be brought to the office **or directly to them while they are having lunch on the front grass**. Soda is absolutely not allowed and will not be given to your child.)
3. An e-mail will be sent to your child's teacher and a note put in the teacher's mailbox when you leave something in the office for your child before lunchtime. (Items dropped off after lunch may not make it to your child until the next morning.)
4. **NO CALLS** will be made to the classrooms regarding items which are dropped off after the bell rings.
5. **Please instruct and remind your child often, to check in the office** if he/she is missing his/her backpack, homework, lunch, band instrument, etc. If your child does not check the office, he/she may not get his/her items.
6. Please do not circumvent the office by going directly to the classrooms to drop things off for your child. Everyone is required to check in at the office – No Exceptions.
7. If "Pick-up" arrangements change unexpectedly for your child, you must call the office **at least 15 minutes before** the dismissal bell. Otherwise, we do not have enough time to notify the teacher and your student of the change. Again, please try to make these arrangements and let your child know **before** school starts so that we do not have to interrupt the classrooms.
8. If you need to speak to your student's teacher, you may leave a message or e-mail the teacher and the teacher will try to get back to you within 24 hours. **Calls will not be put through to the classroom during instructional time.**
9. **Makeup Work Policy:** Please follow the makeup work policy outlined by the classroom teacher. Some teachers will send homework to the office only on the second day of absence.

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### Rules to Prevent Classroom Interruptions

I have read and understand the above rules and will abide by them so that my child and all other students will get the most from the academic instructional time allotted.

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**STUDENT NAME**

\_\_\_\_\_  
**GRADE**